

##### **Scientific Progress Report #X**

|  |  |
| --- | --- |
| Organization |  |
| Principal Investigator |  |
| Progress Report # |  |
| Project Title |  |
| Reference # |  |
| Start Date |  |
| End Date |  |
| Report Due |  |
| Submitted On |  |

##### The following are due as part of ADDF’s reporting requirements ([templates located on ADDF’s website](https://www.alzdiscovery.org/research-and-grants/resources)):

##### DxA Progress Report Form (this document)

##### DxA Project Plan Template *(to be included in the DxA Progress Report Form)*

##### Financial Progress Report Form

##### Clinical Study Reporting Diagram (if your study is recruiting human subjects)

**1. Summary of progress (please keep this section 6 pages or under, 12pt font)**

Provide a concise summary of the overall progress of the project. Please use the outline below to organize this section.

1. **List the original specific Aims.**

**Aim 1:**

**Aim 2:**

**Aim 3:**

1. **List any adjustments to the study plan described in the original proposal and Project Plan Gantt chart (if any) and the reasons for these adjustments.** Please structure by “Aim” and add “Aim” sub-sections as necessary.

**Aim 1:**

**Aim 2:**

**Aim 3:**

**Other:**

1. **Please paste screenshot(s) of the Project Plan Excel Gantt chart below.**
2. **Summarize overall progress, highlighting major accomplishments and areas where the ADDF may provide further support** (4-5 sentences max).As applicable, include broader context relevant to this project (e.g., new sources of funding, shifts in strategy, financial difficulties, supply issues).Highlight areaswhere the DxA could provide additional support.
3. **Progress and accomplishments since the last report.** Please structure by “Aim” and add sub-sections as necessary, marking “N/A” as applicable. Describe progress against each aim laid out in the Project Plan Gantt chart. Figures and additional pages should be attached as needed.

**Aim 1:**

**Aim 2:**

**Aim 3:**

**Other:**

1. **Describe any challenges encountered and path to resolution.** Please structure by “Aim” and add “Aim” sub-sections as necessary. Highlight areas of progress and where the DxA could provide support.

**Aim 1:**

**Aim 2:**

**Aim 3:**

**Other:**

1. **Outline next steps** (for final progress reports, include plans to acquire follow-on funding, partnerships, licensing agreements, or spin out a company). Please structure by “Aim” and add “Aim” sub-sections as necessary. Highlight areaswhere the DxA could provide support.

**Aim 1:**

**Aim 2:**

**Aim 3:**

**Other:**

**VIII. Anything else to share?** (eg, Have you made significant progress in other indications? Held discussions with regulatory agencies?) Please list any other relevant information that has not been captured in this document.

**2. New Requirement - Financial (for Biotech/For Profit Awardees)**

In addition to submitting the financial progress report template detailing your project specific expenses, we request the following:

|  |  |  |
| --- | --- | --- |
|  | *Please specify currency* | |
| Cash on hand |  | |
| Monthly burn rate |  | |
| Runway | Date: | |
| When you are planning your next financing round and how much you intend to target | Date: | $ |

* Attach the most recent cap table and valuation at last financing round
* Attach annual / most recent financial statements
* If available, board materials from the most recent meeting
* Any other material updates related to your organizational financial status

**3. Other Support**

Provide current information about other research support.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Agency | Title | Amount | Project Period | % Effort | Overlap | Pending/Approved |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Did ADDF’s grant help leverage any of the above funds? If so, how?**

4. Personnel Changes

Changes which occurred in the reporting period should be listed first. Planned changes should be listed next. Indicate the % effort of personnel departing with a “-“ and those being added with a “+”.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Title | Role on Project | % Effort |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

##### **5. Publications**

Cite each publication (including abstracts) that has resulted from this funding. Attach a copy of each publication in an Appendix.

Please use the following format when citing publications:

*Publications:*

Author’s Last Name, Initials; Title; Publication Title; Year; Volume; Page Number(s)

*Abstracts:*

Author’s Last Name, Initials; Abstract Title; Publication Title; Year: Page Number(s)

*Presentations:*

Author’s Last Name, Initials; Title of Paper; Conference Name; Place of Conference; Conference Dates

**6. Patents & Licenses**

**a)** Has the program produced any patents, either pending or issued? **Y/N** \_\_\_\_

If so, please list:

*Patent Applications:*

*Patents Issued:*

**b)** Has the program generated any licensing, the outright sale of technology or rights, or any other monetary-based business agreements? **Y/N \_\_\_\_**

If so, please describe the nature of the agreement(s):

**c)** For Academic Grantees: Has the program resulted in any industry-related activity, such as the founding of a biotech company, or the completion of a sponsored research agreement with an industry partner? **Y/N** \_\_\_\_

If so, please describe:

**7. IRB/IACUC Certification**

For all grants involving human subjects or vertebrae animals, an updated annual certification is required by the ADDF as an appendix to the progress report if protocols have been changed substantially from those originally proposed and approved.

**8. Use of CROs (please fill in if applicable)**

Your confidential feedback is critical in helping the ADDF monitor CRO quality and performance.

Please provide information on the CRO(s) and services contracted:

On a scale of 1-5, with 1 representing poor and 5 representing excellent, please rate the following for each CRO:

1. How likely would you be to work with this vendor again or recommend this vendor to a colleague?
2. How would you rate the overall quality of the vendor’s final work product?
3. How would you rate the vendor’s ability to predict and deliver a project on budget?
4. How would you rate the consistency and quality of the vendor’s communication?

Is there anything else you’d like to tell us about working with this vendor?